



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

April 11, 2013

To: Audit Committee

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

BOARD DELEGATED AUTHORITY POLICY REVIEW: POLICY NO. 20.100 - BUDGET ADJUSTMENTS

We received a request from the Executive Office of the Board of Supervisors to review Board Delegated Authority Policy No. 20.100 (Budget Adjustments) and make any necessary revisions.

The policy should be updated to reflect the latest Board order issued during the Fiscal Year 2012-13 budget deliberations. A copy of the proposed policy update is attached. The latest Board order, dated June 25, 2012, is also attached for your reference.

If you have any questions regarding this matter, please contact me or you may contact Matthew McGloin, at (213) 974-1694.

WTF:SK:JW
MM:CD:alc

Attachments

c: Executive Officer, Board of Supervisors

Board Policy 20.100.Budget Adjustments

"To Enrich Lives Through Effective And Caring Service"

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Los Angeles County

BOARD DELEGATED AUTHORITY

Policy #:	Title:	Adopted Date:
20.100	Budget Adjustments	<u>06/25/2012</u>
Department:	<i>Chief Executive Office</i>	

POLICY

Annually, the Chief Executive Officer is designated as the County official authorized to approve increases in appropriations that are financed by decreases in appropriations in the same budget unit. The Board has provided this authority to the Chief Executive Officer for transfers of appropriations within a budget unit up to \$250,000 per quarter. Budget units exempt from the \$250,000 per quarter limit include the Department of Health Services General Fund and Enterprise Fund Hospital budget units, which are allowed transfers of up to \$1,000,000 per quarter, and Trial Court Operations, which shall constitute a single budget unit and not have any monetary limitations in appropriation transfers.

The Board has also authorized the Chief Executive Officer to approve appropriation adjustments to departmental budgets without any monetary limitation from: (1) the allocation of discretionary funds as well as special program within the contracted program services funds for each district within the Board of Supervisors budget; and (2) projects approved by the Productivity Commission and authorized by Auditor-Controller.

REFERENCE

Government Code Section 29125

Adopted by Board of Supervisors June 21, 2004, Synopsis No. 20-5

Adopted by Board of Supervisor June 22, 2009, Board Order No. 16

Adopted by Board of Supervisor June 25, 2012, Board Order No. 12

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: June 21, 2004
June 25, 2012

Sunset Review Date: June 30, 2013
June 30, 2017

12. Approval of miscellaneous actions as follows:

1. Until otherwise ordered by the Board, authorize the Auditor-Controller, upon review and approval by the Chief Executive Officer, to make appropriation adjustments to departmental budgets for projects approved by the Quality and Productivity Commission;
2. Until otherwise ordered by the Board of Supervisors, authorize the Executive Director of the Los Angeles County Arts Commission to execute contracts and make other expenditures on behalf of the County of Los Angeles provided the following criteria are satisfied: (1) funds have been budgeted by the Board of Supervisors; (2) the contract or expenditure relates to activities or programs involving the Arts Commission; and (3) in the case of contracts, the agreement has been approved, as to form, by the Office of the County Counsel. For purposes of this delegation of authority, the phrase "activities or programs involving the Arts Commission" shall include, at a minimum, the following: (1) Organizational Grant and Technical Assistance Programs, (2) The John Anson Ford Theatres, Holiday Celebration and Free Concerts; (3) Arts Education, (4) the Civic Art Program, or other programs for which the Board has allocated funds;
3. Until otherwise ordered by the Board of Supervisors, authorize the Chief Executive Officer to prepare and execute contracts and make other expenditures on behalf of the County of Los Angeles provided the following criteria are satisfied: (1) funds have been budgeted by the Board of Supervisors; (2) the contract or expenditure relates to activities or programs involving the government programming channel commonly referred to as The County Channel and other County Multimedia Operations; and (3) in the case of contracts, the agreement has been approved, as to form, by the Office of the County Counsel. For purposes of this delegation of authority, the phrase "activities or programs involving the government programming channel and other County Multimedia Operations" shall include, at a minimum, the following: (1) production service contracts to develop new programming and support ongoing programming; (2) service contracts for support of live broadcast and rebroadcast of the Board of Supervisors meetings; or (3) service contracts that support County website content such as live and on-demand Board of Supervisors meetings and other County-related content;

4. Until otherwise ordered by the Board, instruct the Chief Executive Officer and the Executive Officer, Board of Supervisors to round to the nearest thousand dollars all financing uses, revenue and net County cost figures adopted by the Board during deliberations on the Final County Budget. Authorize the Chief Executive Officer to impose those fiscal controls necessary to ensure conformance with the Final County Budget;
5. Authorize the Chief Executive Officer to approve appropriation adjustments to departmental budgets without any monetary limitation from the allocation within the contracted program services funds for each district within the Board of Supervisors budget;
6. Authorize the Chief Executive Officer to approve transfers of appropriations within a budget unit up to \$250,000 per quarter;
7. Authorize the Chief Executive Officer to approve transfers of appropriations within a Department of Health Services General Fund or Enterprise Fund Hospital budget unit up to \$1,000,000 per quarter;
8. For purposes of Government Code Section 29125, Trial Court Operations shall constitute a single budget unit within the General Fund, with separate cost centers maintained for individual court Districts and Central Court Operations. Authorize the Chief Executive Officer and the Auditor-Controller to make appropriation adjustments between the above-mentioned cost centers within the Trial Court Operations' budget unit without any monetary limitation;
9. The following payments shall be made forthwith from the Music Center appropriation in the general fund upon written request of the Performing Arts Center which acknowledges such amounts as payments in full under the specified Agreements for Fiscal Year 2012-13:
 - Music Center Operating Services Agreement No. 70482 dated December 23, 1992, as amended September 14, 1999: Building Maintenance - \$2,908,000; Custodial Service - \$1,141,000; Grounds Maintenance - \$303,000; Usher Services - \$1,468,000; Security Services - \$2,970,000; First Aid Services - \$50,000, and Overhead \$605,000 for a total of \$9,445,000; and